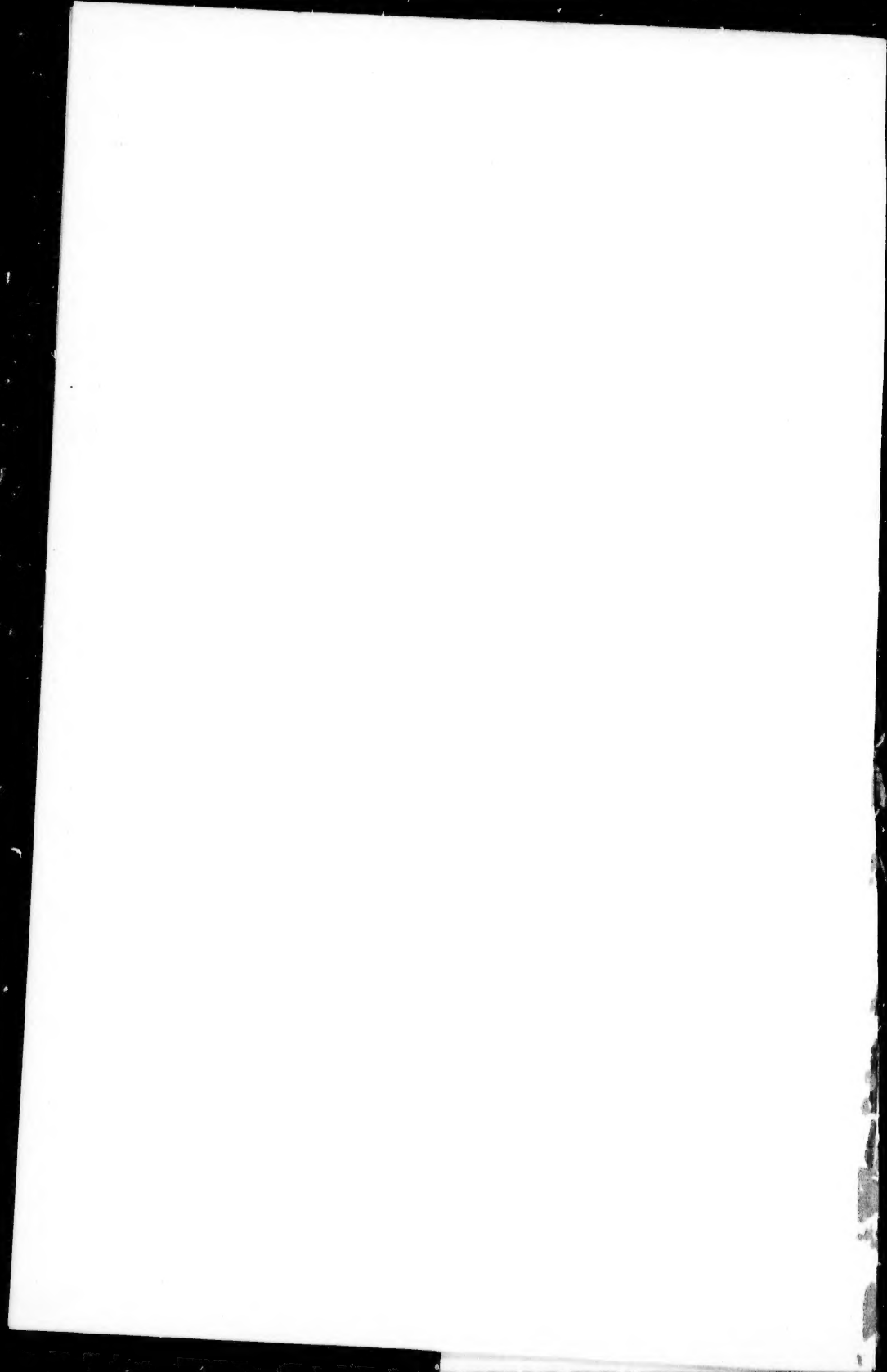




THE OFFICE OF THE

PROVINCIAL

NEW BRUNSWICK.

FRANKLIN

1862



INSTRUCTIONS
TO
WAY OFFICE KEEPERS
IN THE
PROVINCE
OF
NEW BRUNSWICK.

PUBLIC ARCHIVE



FREDERICTON :
J. SIMPSON, PRINTER TO THE QUEEN'S MOST EXCELLENT MAJESTY.

1862.

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INSTRUCTIONS.

1. A person being appointed to take charge of a Way ^{Appointment.} Office will receive a blank Form of Sureties, which he, together with two persons as sureties, will sign, stating their names, occupations, residence, &c. The solvency of the proposed sureties must be certified by two Magistrates in the County; upon this being returned to the General Post Office, a Bond will be immediately prepared and enclosed for signature, and the necessary Stores, &c. for conducting the business of the Office will be furnished, viz:—

A Sign Board;

An Office Seal;

An Office Stamp; and Stamping Pad with lead and oil for do.;

All necessary Mail Bags;

An Instruction Book, and Table of Rates;

Registered Letter Receipt Book;

Record Registered Letters "Received" and "Sent;" and

An Account Book;

Articles furnished by
the Department.

all of which are to be carefully preserved, and accounted for, when you cease, from any cause, to hold the office.

2. Every person employed by or under the Post Office ^{Qualification.} Department must, on entering the service, take and subscribe the usual oath of office; and no one can have access to the Letters, &c., or perform any official duty, until such oath is subscribed and sworn to before a Magistrate of the County.

You are expected to provide yourself with a lock-up Desk, ^{Articles to be provided by the Way Office Keeper.} or Cupboard; common Wax and Twine for tying and sealing the Mail Bags.

3. The Stamping Pad is for inking the surface of the ^{Stamping Pad.} Stamp before Stamping Letters. To prepare it for use, a ^{To prepare it for use.} very small quantity of the Red Lead is to be rubbed into it with a few drops of Sweet Oil, the handle of the Stamp, or some other smooth substance being used to rub it in. It will be necessary to do this once every three or four weeks, or a little oftener when the Pad is new. It should be observed, that to make the impression from the Stamp clear and distinct, the Red Lead must not be allowed to accumulate on the Pad, but should be well rubbed into it.

Way Office Keepers to transmit to Postmaster General list of all property received on taking office.

Separate Room or Office to be provided.

Lock-up Desk or Cupboard.

Not to be kept in Bar Room.

Way Office Keeper or sworn Assistants only have access to Office.

Sign Board and Letter Box.

Office to be open during business hours.

Sunday Mails.

Way Office not to be moved without consent of P. M. Gen.

Duties to be performed personally, or by sworn Assistant.

4. Every Way Office Keeper when succeeding to the charge of an Office, should make an exact Inventory or List of all property belonging to the Office handed over to him by the retiring Officer, his representatives or surties, with a statement of Mail matter so received, and the amounts chargeable against him, and the retiring Officer respectively. This List should be signed by the new incumbent and the retiring Officer, or his representatives, and transmitted to the Postmaster General.

5. A separate room or apartment, conveniently fitted up for the purpose, must be provided for conducting the business of the Office, whenever the duties are sufficiently extensive to require such accommodation; and when otherwise, the Letters, &c. must be kept locked in a desk, press, or other suitable place of security. The lock-up desk, press, or cupboard, is for the Letters and Papers lying in the Office, as well as for the Office Books, Seals, &c., which are to be kept separate and distinct from all private papers; and if the Way Office is kept at a Public house, this lock-up desk or cupboard must not be kept in a Bar room or public room of the house.

6. No person but the Way Office Keeper, his sworn Assistants, or Officer appointed by the Postmaster General, shall have access to the Letters, Newspapers, &c. either in making up or receiving Mails, or in the daily routine of the Office.

7. The Sign Board supplied by the Department must be affixed to the Way Office building, in a position to be easily seen and read, and a Letter Box must be affixed in some convenient part of the Office, with an opening for posting Letters accessible from the street. The words "Letter Box" should be painted or printed over the opening.

8. The Office is to be open every day during the usual hours of business in the place; and the Way Office Keeper will attend at other hours to receive and despatch Mails when necessary.

9. No Letters, Newspapers, Pamphlets, Printed Books, Magazines, Reviews, or other Publications, shall be delivered by any Officer in the Post Office Department on Sundays.

10. The Way Office is not to be removed without the consent of the Postmaster General.

11. The duties are to be performed by the Way Office Keeper personally, or by some assistant under the immediate superintendence of the Officer, who shall be responsible for

the care and attention of such assistant; and no Way Office Keeper can transfer the charge of his Office, and the performance and superintendence of its duties to another, except temporarily, in the event of illness or unavoidable absence, when the circumstance must be reported to the Postmaster General.

12. No person under the age of 16 years should be employed in the Post Office service, or suffered to have access to the Letters, &c. at an Office.

No person under 16 years to be employed.

13. Any Way Office Keeper wishing to resign his office, must give notice in writing to the Postmaster General, when measures will be taken to relieve him, and he is not at liberty to relinquish his charge until a new appointment has been made, and instructions given him to make the transfer of the Office to his successor, as his responsibility will continue until the transfer has been duly made.

Way Office Keepers wishing to resign, must give notice.

14. In the event of the death of a Way Office Keeper, the responsibility of the Sureties will continue for the fidelity of the person left in charge of the Office, until a successor is appointed and assumes the duties; and should they see fit, the Sureties or any one of them may in such case perform the duties of Way Office Keeper until a new appointment takes place.

On death of W. O. Keeper, Sureties to remain liable, &c.

15. All Letters, Circular Instructions, &c., addressed to and received by a Way Office Keeper from the Department, are to be carefully filed, so that an easy reference may be had to them at any time; and when replying to communications from the Postmaster General, they should be careful to return any papers or enclosures which may have been sent for perusal or remarks.

Letters, &c. received from Department to be filed, &c.

16. When a Mail passes an Office in the night, the latest reasonable time should be afforded the Public for receiving and posting Correspondence.

When Mail passes Office at night, latest time afforded to public, &c.

17. A Notice stating the hours at which the Mails close and arrive, and the hours at which the Office is opened and closed, should be posted at every Way Office, in such a position as to be readily observed by the Public.

Notice to be given of hour of arrival and closing Mails, &c.

18. In case of the death, removal from the Province, insolvency, or any other disability of one or both of his sureties, the Way Office Keeper will report the fact to the Department, in order that a new Bond may be executed.

Death, removal, &c. of Sureties, W. O. Keeper to give notice.

19. The Way Office Keeper will see that the Oaths of his Assistants attached to his Office, be immediately forwarded to the General Post Office.

W. O. Keeper to see that oath is taken by Assistants, &c.

- Address of Letters to General Office, &c. 20. Every Way Office Keeper in addressing the Department, should write the name of his Office at the head of his Letter, and avoid writing on more than one subject in the same Letter.
- Seals of Mail Bags received to be examined. 21. You are to examine carefully the Seals of all the Mail Bags which are brought to your Office, to satisfy yourself that they have not been tampered with on the road, reporting to the Postmaster General all irregularities which may come under your notice; and before despatching a Bag from your Office, you are to tie it carefully, and seal it distinctly with your Office Seal. Your best guide for this duty will be the Bags ordinarily received at your Office.
- Mail Bags dispatched to be carefully tied and sealed. 22. Way Office Keepers are expected to report to the Postmaster General on every occasion when proper and sufficient carriage is not provided for the conveyance of the Mails, so as to ensure regularity on the route, and when due provision is not made for the protection of the Mails from the weather.
- W. O. Keeper to report to P. M. General irregularities, &c. in the conveyance of Mails. 23. The Time Bills are to be signed at each Office (marked on the Bill,) and the proper entries as to the time of arrival and departure of the Mails, carefully and plainly entered.
- Time Bills to be signed at each Office, and time of arrival and despatch entered. 24. Any delay on the arrival or departure of the Mail, or any irregularities in the performance of the Mail service, must be noted on the Time Bill, stating the cause from which it has arisen; and if the Contractor or Courier is in fault, the circumstance should be immediately and specially reported to the Postmaster General.
- To report irregularities, &c. to P. M. Gen. 25. Way Office Keepers should have their Mails closed immediately on the arrival of the Courier, and when practicable, before his arrival.
- Mail to be closed before arrival of Courier if practicable. 26. Every Letter which passes through your hands, whether posted at your Office to be forwarded by Mail, or received by Mail for delivery, is to be distinctly impressed with your Office Stamp, on the back or seal side of the Letter.
- All Letters to be Stamped. 27. Every Letter arriving at your Office will bear on its face, or direction side, the amount of Postage to which it is liable; this amount is called the "Tax," or "Rate of Postage," and if the Letter is *unpaid* it will be written in *black* ink, but if it has been *prepaid* it will be written in *red* ink, and in addition will bear the impression of the *Paid* Stamp of the Office where prepaid, also in *red* ink. In like manner you are to "Tax" or "Rate" to destination, every Letter posted at your Office to be forwarded by Mail; this is to be
- Letters arriving at Way Office will bear Rates of Postage. In black ink if unpaid. In red ink if prepaid. Letters sent from Way Office to be rated by W. O. Keeper.

INSTRUCTIONS.

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done in clear legible characters, at the right hand upper corner of the face, or direction side of the Letter; if unpaid, in black ink, if prepaid, in red ink, and so as to interfere as little as possible with the Address of the Letter; Letters prepaid by Postage Stamps, however, require no rate of Postage to be written on them, but you are to obliterate the Postage Stamps on such as may be posted at your Office, before forwarding them by Mail, with the instrument used for that purpose, and where this has not been supplied, the Stamps must be cancelled by making a cross on each with a pen, thus X

"Tax" or "Rate," not to interfere with Address.

Letter bearing Postage Stamps not to be rated; but Stamp to be obliterated.

28. If the obliterating has been omitted on the Mailing of Letters, you will, before delivering them, cancel the Postage Stamp, and report to the Postmaster General the Officer who may have omitted this important duty.

When Postage Stamps not obliterated, delivery Office will cancel, &c.

29. Letters posted and bearing Stamps which have been previously obliterated, must be taxed full Postage and treated in every respect as *Unpaid Letters*.

Stamps obliterated before posting.

30. No other Stamps than those issued by the Post Office Department in New Brunswick, are to be taken in this Province in prepayment of Letters posted within the same.

Only New Brunswick Stamps recognized on Letters posted therein.

31. Every Mail which you will receive from the Post Towns to which your Office is subordinate, will contain a Letter Bill; and as the accurate checking of the Mail received, by this Bill, and entering correctly on this Bill the correspondence you may have to return, will form a most important part of your duty, your careful attention to the following explanation of its use is requested.

Letter Bill to accompany every Mail.

32. The Letter Bill, a pattern of which you will see after Section 43, page 10, is divided into two parts; the first for the Postmaster to enter the particulars of the Letters, &c. sent by him with the Letter Bill to your Office; and the second, for you to enter the particulars of the correspondence sent by you in the return Mail with the Letter Bill to his Office. It also contains three columns, numbered in the pattern 1, 2, and 3. Column 1 is for the number of Letters of each kind; column 2 is for the several amounts of Postage which you collect, and which you will have to pay over to the Postmaster from whom you receive the Mail, at the end of the Quarter; and column 3 is for the several amounts of Postage on *Local* Letters, for which the Postmaster is accountable to the General Post Office.

Explanation of Letter Bill.

Use of the two divisions of the Bill.

Use of the three columns of Bill.

First division contains items A, B & C.

33. In the first division of the Letter Bill, there are three items for the different kinds of Letters, marked in the pattern by the letters A, B, and C.

Letters to be entered opposite A.

34. Opposite A the Postmaster will enter all unpaid Letters for your delivery, which have not been posted at his Office, but have been sent to him from other Offices, setting down the amount of Postage in column 2 only. (He enters the amount in column 2, because you collect the Postage, and will have to pay it over to him, and he does not enter the amount also in column 3, because he has been already charged with the Postage by the Offices from which he received the Letters, and if he were to enter it in column 3, he would have to pay it twice over.)

Explanation.

Letters to be entered opposite B.

35. Opposite B he will enter the unpaid local Letters, that is, the unpaid Letters posted at his Office for your delivery, setting down the amount of Postage both in columns 2 & 3. (In column 2, because you collect the Postage, and account to him for it, and in column 3, because as *Local* Postage, the Postmaster is accountable for it to the Revenue, and if it were not entered in column 3, the Revenue would lose it.)

Explanation.

Letters to be entered opposite C.

36. Opposite C he will enter the paid *Local* Letters posted at his Office for your delivery, setting down the amount of Postage in column 3 only. (He does not enter the amount in column 2, because you receive no Postage on such Letters, but he enters it in column 3, because as *Local* Postage, he is accountable for it to the Revenue.)

Explanation.

Numbers of Letters of each kind to be entered in column 1.

37. In each case he will enter the numbers of the Letters in column No. 1.

Totals of first division of Letter Bill to be carried to Account Book.

38. The totals of the first division of the Letter Bill as above described, are to be carried into your Account Book, with the date as stamped on the Bill by the Postmaster.

Second division of Bill to be filled up by W. O. Keeper contains items D, E, F, and G.

39. The remainder of the Bill is to be filled up by you, with the particulars of the Correspondence sent by you with the return Mail; this includes four items, marked in pattern D, E, F, and G.

Letters to be entered opposite D.

40. Opposite D you are to enter all Letters which have been prepaid in money at your Office, and which may be addressed to places beyond the delivery of your Post Town,* setting down the amount of Postage in column 2 only. (In column 2, because you will have to pay the amount over to the Postmaster, but not in column 3, because when the Post-

Explanation.

*See List of Places within the Deliveries of the Post Town to which your Office is subordinate. pages 22 & 23.)

master send these Letters on to the next Post Office, he is charged with the amount as prepaid at his subordinate Office; so that if he were charged with it in this Letter Bill also, he would have to pay the amount twice over.)

41. Opposite E you will enter Unpaid Letters for any place within the Delivery (see pages 22, 23,) of the Town to which you are sending the Mail; and you will set down the amount of Postage in column 3 only; (because you do not receive it, and are not, therefore, chargeable with it; but the Postmaster will receive, and will have to account for it to the Revenue as *Local Postage*.)

Letters to be entered opposite E.

Explanation.

42. Opposite F you are to enter Letters prepaid in money at your Office, addressed to places within the Delivery (see pages 22 & 23,) of the Town to which you are sending the Mail; setting down the amount of Postage in columns 2 and 3; (in 2, because you receive the money, and will have to pay it over to the Postmaster; and in 3, because, as *Local Postage*, the Postmaster is accountable for it to the Revenue.)

Letters to be entered opposite F.

Explanation.

43. Opposite G you are to enter any amounts which have been overcharged against you by the Postmaster, of course, properly explaining the error; and also the number and amount of any Unpaid Letters which have been sent to, and charged upon you by the Postmaster, but which you have not been able to deliver, and consequently have to return to the Postmaster. (For instructions as to the periods during which Letters are to be kept in your Office before being returned, see Nos. 57 to 61, page 14.) This entry is to be carried to your Account Book, to your credit, with the date of the Letter Bill.

Overcharges and Returned Letters to be entered opposite G.

WAY LETTER BILL.

Account of Correspondence sent herewith to and } Post Office
from the Way Office _____ }

No sums are to be entered where the Bill is marked thus

1 Numbers.		2 Account between the W. O. Keeper and the Postmaster.	3 Account between the Postmaster and the Gen. P. Office.
	FROM POST TOWN TO WAY OFFICE.		
	Unpaid Letters already charged on Post Town, A		
	Unpaid Local Letters posted at the Despatch- ing Office, for delivery by the Way Office } B Keeper, ...		
	Paid ditto ditto, ... C		
	Total, \$		
	FROM WAY OFFICE TO POST TOWN.		
	Paid Letters (except Local Letters) on which the Postage has been received by the Way } D Office Keeper, ...		
	Unpaid Local Letters for delivery, ... E		
	Paid ditto ditto, ... F		
	Total, \$		

G. Overcharges, and Letters returned from W. Office; }
to be placed to the credit of the Way Office Keeper, }

\$ cts.

N. B.—The Addresses of Registered Letters to be written on the back of this Bill.

We certify the above to be a true Account.

Postmaster.

W. O. Keeper.

44. In each case you will enter the numbers of Letters in column 1, opposite the several items.

Numbers of Letters of each kind to be entered in column 1.

45. The totals of this second division of the Letter Bill also, are to be carried to your Account Book, under the same date with the totals of the first division of the Bill, but separately; the two entries being distinguished by the Letters "R" and "S," for "Received" and "Sent."

Totals of second division of Bill to be carried to Account Book.

46. You will have observed that no mention has been made of Letters coming to your Office which have been prepaid in money at places beyond the Post Town whence they are sent to you; nor of Unpaid Letters sent by you to the Postmaster, addressed to places beyond his delivery; nor of Letters prepaid by Postage Stamps either way. The reason is, that this Letter Bill contains an account of no Letters, except such as you or your corresponding Postmaster may receive *Postage on*. All such Letters as the above mentioned, therefore, are forwarded with the Letter Bill, but no entry of them is made on it.

Certain Letters not entered on Letter Bill,

Because no Postage is received on them by Postmaster or Way Office Keeper.

47. You should understand with respect to this Letter Bill, that its use is not only for checking and settling the Accounts between you and the Postmasters with whom you correspond, but also to furnish the General Post Office, whither it is afterwards sent, a correct account of the *Local* correspondence passing to and from the Post Town and your Office, which could be obtained in no other way. This will shew you how necessary it is to check accurately the different classes of Letters entered opposite A, B, and C, and column 3 as well as column 2; because, for instance, if the Postmaster were to enter an unpaid Letter posted at his Office for your delivery, opposite A, instead of opposite B,—or if he were to omit entering a Letter prepaid in money at his Office for your delivery, instead of entering it opposite C,—in each case, although it would make no difference in your Account with the Postmaster, the Postmaster would gain and the Revenue would lose the amount. Again, in making up a return Mail, if you were to enter a Letter prepaid in money at your Office, and addressed to some place within the delivery of your Post Town, opposite D, instead of opposite F,—or if you were to omit an unpaid Letter addressed to some place within the delivery of your Post Town, instead of entering it opposite E,—it would make no difference to you, but the Revenue in each case would lose the amount. You will see, therefore, of how much importance it is to be particular in checking the Letter Bills received, carefully enter-

Use of Letter Bill not only for Accounts between Postmaster and W. O. Keeper, but also to furnish Account of Local correspondence to Gen. Post Office.

It is therefore necessary to check the Bill accurately.

Instances of the effect of wrong entry by Postmaster.

Necessity of carefully entering Account of return Mail shewn by instances of effects of wrong entry by W. O. Keeper.

3
Account
between the
Postmaster
and the
Gen. P. Office.

ll.

per.

Main point to distinguish the Local Correspondence.

How this is to be done with the Mails received;

And how in Mails sent away.

Registration of Letter.

Not prepaid, a double Registration Fee.

To be enclosed in Green printed covers.

ing the particulars of correspondence returned by you. The whole matter, however, both in receiving and despatching Mails, really lies in distinguishing the *Local correspondence* for which the Postmaster is accountable to the Revenue. In receiving Mails this is easily done by the impressions of the Office Stamps on the backs of the Letters; all Letters bearing *only* the impression of the Stamp of the Post Town from which you receive the Mail, being *local*, and therefore chargeable on the Postmaster in column 3 of the Letter Bill,—while such Letters as bear the impressions of other Stamps also, must have been already charged against the Postmaster, if unpaid, or against some other Postmaster or Way Office Keeper, if prepaid. In despatching Mails, you must treat all Letters as *local* which are addressed to places in the List given at pages 22 and 23, and charge the Postmaster with the Postage on them in column 3 of the Letter Bill.

48. On being applied to to Register a Letter, you must demand a Register Fee of ten cents, in addition to the Postage to which the Letter is liable. When the Fee and Postage are paid, you must write distinctly on the face of the Letter, "Registered Letter, No. —," (commencing with No. 1 on the first day of November of each year,) in red ink, and stamp it plainly with the Office Stamp, and then copy the Address and number into your Receipt Book, both on the right hand side, (which you cut off and give to the person posting the Letter,) and also in the margin on the left hand side, and in the latter also you must enter the name of the person posting the Letter. The Receipt must also bear the impression of your Office Stamp. You will then enclose it in one of the Green Covers furnished to you, on which you are to copy the Address, and then enter it on the *Sent* side of your "Registered Letter Record;" and in forwarding it by Mail, you will enter the Address again on the back of the Letter Bill, as stated above. The amount of any Registration Fee prepaid in money must be brought to account in the Letter Bill as so much Postage. The total amount of both Fee and Postage to be taxed on the face of the Letter, in red ink.

49. When any unpaid Letters marked Money or "Registered" are posted, they are to be registered, and a double Registration Fee of twenty cents, in addition to the Postage, will be charged to the person addressed.

50. Registered Letters, whether paid or unpaid, must be enclosed in the Green printed Covers, supplied by the Department, properly numbered and addressed, and when for-

warded in the Mail, they must be tied up with the Letter Bill, on which the number and Address must also be copied.

51. The Address of every Registered Letter sent to your Office for delivery, will be entered by the Postmaster on the back of the Letter Bill, in the blank space left for that purpose, and the Letter itself will be wrapped in a Green Cover. This Cover you are to stamp with your Office Stamp, and date, as well as the Letter enclosed. The Address of the Letter is then to be copied into the Registered Letter Record furnished for that purpose, and on the *Received* side. And when you deliver the Letter, you are to stamp and date the Cover again on the *inside*, and obtain the signature of the person to whom the Letter is addressed. You must carefully preserve all Green Covers which may come to your Office with Letters for delivery, as you will be held responsible for any such Letters, unless you can produce the Receipts when applied for.

Registered Letters received, how to be dealt with.

52. Letters received in order to be Registered, must be posted half an hour previous to the closing of the Mail by which they are to be sent.

Letters for Registry to be posted half an hour before closing.

53. In all cases the Cover of a Registered Letter, as well as the Letter itself, must bear the impression of the Office Stamp of every Office through which it may pass.

Cover and Letter to be Stamped with Office Stamp.

54. No Way Office Keeper can refuse to register a Letter, provided it has been posted in sufficient time.

Cannot refuse to Register Letters.

55. Any violation or neglect of the above Regulations, which shall involve the loss of a Registered Letter, will render the party liable to be called on to make good the amount of the loss sustained in consequence, and it must be distinctly understood that the Way Office Keeper in whose possession such Letter can be last traced, will be held responsible for it, until he shall have discharged himself of the responsibility by a satisfactory explanation. It will therefore be necessary for every Way Office Keeper on opening a Mail Bag immediately to seek the Letter Bill, and in the event of a Registered Letter being entered on it, to certify its arrival by attaching his signature to the Bill. Should an entry be made on the Bill, and such Letter cannot be found, the circumstances must be immediately reported to the Postmaster General.

Neglect or violation of W. O. Keeper, to make him liable.

56. Any omission to enter the Address of a Registered Letter on the Bill, will be severely censured; and should any loss occur in consequence, the Way Office Keeper with whom the irregularity occurs will be held responsible.

Omission to enter Address on Bill, W. O. Keeper made liable.

Letters undelivered from various causes, to be kept in Office certain periods.

57. When Letters which have been sent to your Office cannot be delivered, they are to be kept in your Office for certain periods, according to the cause for which they have not been delivered, thus :—

Letters for persons "Deceased."

58. Letters for persons "*Deceased*," are to be returned in the first Mail. (Provided, of course, the deceased person has left no authorized party to take the Letter out of the Office.)

"Gone away, not known where," or "Refused."

59. Letters for persons "*Gone away, not known where*," or if "*Refused*," are to be kept one week, and then returned in the first Mail.

"Not known," or "Not called for."

60. Letters for persons "*Not known*," or if "*not called for*," are to be kept three months, and then returned in the first Mail.

Reason of non-delivery to be written across the face of every returned Letter in red ink.

61. On every Letter thus returned, you must write the reason of its not being delivered, with red ink, in plain bold characters, across the face or direction side of the Letter, as "*Deceased*," "*Gone away, not known where*," "*Refused*," "*Not known*," or "*Not called for*," &c.

Missent Letters to be forwarded by first Mail ;

Postage charged on them, how to be claimed.

62. All Letters and Papers which may be *missent* to your Office, are to be forwarded in the proper direction by the first Mail. You will, of course, claim any Postage on them which may have been charged on you, entering the amount opposite G, in the Letter Bill, with which you return them, and carrying the amount to your credit in the Account Book.

Redirected Letters.

63. If a Letter arrives at your Office addressed to a person who has removed to some other place, of which you are aware, it is your duty to redirect the Letter to the place to which the person has removed. In sending this Letter on by the next Mail, you will have to claim credit for the amount of the "Tax" which was charged on you, setting the amount down opposite G in the Letter Bill, and also enter it to your credit in the Account Book.

Credit to be claimed for Postage charged.

How to act when a Letter is opened by another person of same name.

64. Should a Letter intended for one person be delivered to and opened by another of the same name, (which you must do your utmost to prevent,) you must seal the Letter up again with your Office Seal, and write across the back or seal side of the Letter, "*Opened by A— B—, of C—, and not for him*," (describing the name and residence of the person opening the Letter,) and make the person who thus opened the Letter in mistake, sign his name underneath. This will show the right owner, when he obtains the Letter, that it has not been tampered with.

65. A Letter once posted becomes the property of the Postmaster General, in trust for the person to whom it is addressed; and no application, however urgent, will justify you in opening, or detaining, or delivering it back to the writer, or to any person, on any pretence whatever.

Letter once posted not to be returned to the writer, &c.

66. Should application be made to you for the return of Postage on a Letter said to be overcharged, you must first refer the matter to one of your corresponding Postmasters, who will, if necessary, mark the amount to be allowed on the cover, which must be signed by the person claiming the return of Postage; or if the cover cannot be spared from the Letter, he will furnish you with a printed form of Receipt, to be taken for the amount returned. This cover, or receipt, you forward with your next Letter Bill, claiming the amount opposite G, and entering it to your credit in your Account Book.

Overcharges.

67. All Letters, sealed or unsealed, printed or written, are equally liable to Postage.

Sealed or unsealed Letters liable to Postage.

68. All Letters to and from the Postmaster General, or franked by him, are to pass free of charge; and no franking privilege is allowed to any Way Office Keeper.

Franking and Free Letters.

69. Way Office Keepers are not authorized to give credit for Postage; if they do so it is at their own risk, and will not in any case be admitted as an excuse for failing to remit their balances when due.

W. O. Keeper not authorized to give credit;

70. If credit has been given by a Way Office Keeper, he cannot detain a Letter or Newspaper addressed to the person credited, which is "Free" or "Paid," or for which the Postage is tendered him, should there be an unsettled account for Postage due by that person.

If he does, must not detain Mail matter for any balance.

71. A Way Office Keeper is not bound to give change, but if absolutely necessary, may require the exact amount of Postage on any Letter, &c. so tendered by or paid to him as current coin. In a matter of this kind, however, as in all other intercourse with the public, all Officers of the Department are expected to offer every accommodation in their power,—this regulation being merely intended to facilitate business.

Giving change, &c.

72. Way Office Keepers are not on any account to give information to any other person than the party addressed, with respect to Letters passing through their Offices.

No information of Letters passing thro' Office to be given to person not addressed.

- Circular Instructions to be carefully arranged.** 73. All Circular Instructions and Letters on Post Office business, which you may receive from time to time, are to be carefully arranged, so that you can easily refer to them when necessary; and "Notices to the Public" must first be posted up for one month in the Office window, or some conspicuous place.
- Notices to the public to be posted conspicuously.**
- Death, &c. of Sureties to be reported.** 74. In the event of death, bankruptcy, or insolvency of either of your Sureties, you must give *immediate* notice thereof, furnishing the Postmaster General at the same time with a new Surety.
- Officers, from what exempt.** 75. No Officer in the Post Office Department shall be liable to serve on a Jury, in the Militia, or as a Parish or Corporate Officer.
- Newspapers free, when, &c.** 76. Newspapers addressed to any part of British North America, Great Britain, or the United States, pass through New Brunswick free of charge, under the following Regulations:—
 1st.—They must be sent without a cover, or in a cover open at the ends:
 2nd.—There shall be no marks or writing on the Paper or cover, except the name and address of the person to whom it is sent:
 3rd.—There shall be no paper or thing enclosed in or with such Paper or Publication.
- W O. Keeper may examine, and when to tax.** 77. Way Office Keepers are permitted to examine Newspapers, and if any of the above Regulations are violated, the Paper is to be charged with full Letter Postage. The Way Office Keeper sealing the Paper with the Office Seal, and stating thereon the reason for so doing.
- Not to loan, detain, &c.** 78. Way Office Keepers or their Assistants are cautioned against delaying, loaning, or opening a Newspaper for the purpose of reading, or for any purpose other than that required by Law, or these Instructions.
- Transmission with same care as other matter.** 79. The same care is to be used in the correct transmission and punctual delivery of Newspapers as of Letters.
- Foreign Countries.** 80. Newspapers for Foreign Countries, (except United States,) are liable to the rates of Postage stated in the Table of Foreign Rates furnished every Way Office Keeper.
- Pamphlets, &c. under 2 oz. free.** 81. Pamphlets or Tracts not exceeding two ounces in weight, and all Parliamentary and Government Papers, Imperial or Provincial, are transmitted free.

82. Printed Books, Periodical Publications or Pamphlets, under forty eight ounces in weight, can be forwarded by Post in New Brunswick, at the Rate of one cent per ounce. Prepayment of these Rates will be optional, except when such printed matter is addressed to the United States, and in such case the Postage must invariably be prepaid; and on all printed matter, (except Newspapers,) received by Mail from the United States, the above Provincial Rates are to be collected on delivery; Printed Music will be allowed to pass through Post in New Brunswick, under the same Regulations as Pamphlets; Printed Circulars, Catalogues, Hand Bills, and Prices Current, posted in New Brunswick, will be liable to a Rate of one cent each, subject to the following Regulations, viz:—The Postage must be prepaid; each must be in a cover unsealed, or if sealed, open at the end or side; the word "Circular," "Catalogue," "Handbill," or "Price Current," as the case may be, must be written or printed on the face of the cover; and each Package must weigh under half an ounce.

Books, Periodicals, &c. under 48 oz. 1 ct. per oz., prepayment optional, except United States.

Circulars, &c. must be prepaid.

Any of the above mentioned, however, coming into New Brunswick by Post from the United States, Canada, Nova Scotia, or Prince Edward Island, will be subject to one cent Postage, to be collected on delivery.

Coming from United States, Canada, Nova Scotia, or P.E. Island, subject to one cent postage.

83. Pamphlets, Periodicals, and Books, to pass at the above Rates, must be sent without a cover, or in a cover open at the sides or ends.

How put up.

84. No words or marks (except the name and address of the person to whom sent,) shall be written on any Newspaper, Pamphlet, Book, Periodical, Parliamentary or Government Paper: any violation of these Regulations will subject such Newspapers, Pamphlets, Periodicals, or Books, &c. to be treated in every respect as Letters.

No writing on cover.

85. Printed Books, Magazines, Reviews, and Pamphlets, (whether British, Colonial, or Foreign,) may be transmitted by Post between New Brunswick and the United Kingdom, at the following Rates of Postage, viz:—

Book Post with United Kingdom.

			Sig.	Cur.
			0s. 3d.	7 cts.
Not exceeding 4 ounces in weight,				
Exceeding 4 ounces, and not exceeding $\frac{1}{2}$ lb.			0 6	12 $\frac{1}{2}$
" $\frac{1}{2}$ lb.	"	"	1 0	25
" 1	"	"	1 $\frac{1}{2}$ 6	37 $\frac{1}{2}$
" 1 $\frac{1}{2}$	"	"	2 0	50

and so on, increasing sixpence sterling, or twelve and a half cents currency, for every additional half pound or fraction of

a half pound; provided however, that the following conditions be carefully observed:—

Every such Packet must be sent without a cover, or in a cover open at the sides or ends.

How put up.

86. It must contain a single volume only, (whether printed Book, Magazine, Review, or Pamphlet,) the several sheets or parts thereof, when there are more than one, being sewed or bound together; it must have no writing or mark upon the cover or its contents, except the name and address of the person to whom it may be sent.

No writing, &c. on cover or contents.

Must be prepaid.

87. The Postage must be prepaid in full, either in money or by affixing outside the Packet, or its cover, the proper amount of Stamps.

Size of Package.

88. It must not exceed two feet in length, breadth, width, or depth.

Consequent neglect of Regulations.

89. If any of the above conditions be violated, the Packet must be charged as a Letter, and treated as such in all respects.

To what Regulations of British Book Post applies.

90. As no Books may be sent by any route which would entail an extra expense on the Department, these Regulations apply only to Books, &c., sent by the British Contract Packets, *via* Halifax.

Books, &c. for Bermuda & Newfoundland—Rates.

91. Books, &c., for Bermuda and Newfoundland are liable to the same Rates of Postage as above, and must also be paid in advance.

Parliamentary and Government Papers to and from Great Britain, &c.

92. The above Instructions are not to extend to or interfere with the transmission of printed Votes and Proceedings of Parliament, or of printed Papers allowed to pass under the Newspaper privilege. See No. 81 of these Instructions.

Postage Stamps of different kinds.

93. The Postage Stamps issued by the Post Office Department are of five kinds, and of the value of One, Five, Ten, Twelve-and-a-half, and Seventeen cents each.

Application for Postage Stamps to be made to Postmaster who pays your Salary.

In order to afford additional facilities to the Public to procure Postage Stamps, directions are given to the Postmaster from whom you receive your *Quarterly Salary*, to supply you from time to time, (*by your making application to him on the proper printed form, furnished you for that purpose,*) with such Postage Stamps as you may require, and on all Postage Stamps sold by you, a Commission of ten per cent. will be allowed.

Postage Stamp Account Book.

94. You will have a Postage Stamp Account Book, in which you will enter the amounts of all Postage Stamps as

you receive them from the Postmaster, entering the amounts of each kind under their respective values, viz:—If you receive one dollar's worth of each one, five, ten, and twelve and a half cents, you will place the figure 1 in the \$ column each value of Stamps, as in the Copy of Postage Stamp Account, page 20, Section 98, putting down at the same time the date when received, and carrying the different amounts into the Total column; and so on, putting down the dates as Stamps are received by you during the Quarter, adding up in total footing and extend to total column.

How to enter the amounts received.

95. At the end of each Quarter you must render to the Postmaster on the "*proper printed Form*," (a copy of which you have on page 20, Section 98,) a statement of the amount sold during the Quarter. The amount remaining on hand, with the amount of your Commission, you will deduct from the amount received, and on hand from previous Quarter, and remit the balance at the same time with your balance of Letter Postage to the Postmaster from whom you received the Stamps.

Account of Postage Stamps Sold to be rendered at end of every Quarter.

You will be particular to forward your Postage Stamp Account to the Postmaster from whom you received your Stamps, on or by the Mail that leaves your Office immediately preceding the last day of each Quarter, in order to expedite the settlement of the Accounts of this Department.

Balance to be forwarded with balance of Letter Postage by Mail that leaves your Office last day but one of each Quarter.

96. Part 12, Section 11, of Post Office Regulations, to be suspended, except with the Postage Accounts of the Public Departments; and Way Office Keepers are allowed to affix Stamps on Letters, the Postage of which has been paid in money.

W. O. Keepers allowed to affix Postage Stamps on Letters prepaid in money.

97. Letters posted at a Way Office, prepaid by Postage Stamps, can be forwarded by the Way Office Keeper to any other Way Office on the same Mail route.

Letters prepaid by Postage Stamps may be forwarded from one Way Office to another.

98. Account of Postage Stamps received at the Way Office, _____
during the Quarter ended _____ 186

Date of Receipt	1 Cent Labels. Amount.		5 Cent Labels Amount.		10 Cent Labels. Amount.		15 Cent Labels. Amount.		17 Cent Labels. Amount.		Totals.	
	¢	cts.	¢	cts.	¢	cts.	¢	cts.	¢	cts.	¢	cts.
1869.	0		0		0		0		0		0	
January 8th.	1	00	1	00	1	00	1	00	—	—	4	00
Totals.	0	1 00	1	00	1	00	1	00	—	—	4	00

MEMORANDUM.

Stamps on hand last Quarter,	...	...	...	...	\$	2	00
Do. received during Quarter to _____ 186 as above,					\$	4	00
					\$	6	00
Deduct Stamps on hand _____ 186						3	00
Amount sold during the Quarter ended as above, ...					\$	3	00
Poundage, Ten per cent.					\$	0	30

I certify that the above is a just and true account to the best of my knowledge and belief.

Way Office Keeper.

To be in duplicate each Quarter; one copy to be sent with Quarterly Accounts to the Post Office Department, and one copy to be filed away by the Postmaster for future reference.

Parcel Post.

99. Parcels closed at the ends and sides may be Posted at any Way Office in New Brunswick, for conveyance to any other Post or Way Office in the Province, at a reduced Rate of charge, subject to the following conditions:—

1st. No Letter or Letters shall be enclosed :

2nd. The Parcel shall not contain any explosive substance, glass, liquids, or other matter likely to injure the ordinary contents of the Mail :

3rd. The weight of the Parcel shall not exceed 3lbs. nor the size exceed one foot in length or breadth, or six inches in thickness :

4th. Parcels must be prepaid at the following Rates by Postage Stamps, (not by money):—

For any weight not exceeding one pound	- - - \$0 25
For any weight over one pound and not exceeding two pounds,	- - - 0 50
For any weight more than two pounds, and not exceeding three pounds,	- - - 0 75

5th. The Parcel may be Registered on prepayment, also by Stamp, of a Registration Fee of 5 cents in addition to the above Rate. When Registered, the Receiving Way Office Keeper should grant a Receipt; and the delivering Way Office Keeper should take a Receipt on delivery to the person addressed:

6th. The Parcel should have the words "*By Parcel Post*," plainly written over the Address: It should be well and strongly put up, and be legibly addressed to the Post Office address of the intended receiver, including the name of the Parish and County in which the Post Office is situated.

The following is an example of the mode of Address recommended:—

BY PARCEL POST.	
To JOHN DUNN,	
Canterbury Way Office, (or P. O.)	
Dumfries,	
Sent by	County of York, N. B.
WILLIAM JONES,	
Richmond,	
County of Carleton.	

7th. If the name and address of the sender be written on the Parcel, it will, if delivery should fail from any cause, be returned unopened to the sender, on payment of an additional rate for the return conveyance:

8th. If the number of Stamps affixed on a Packet be insufficient to prepay the proper rate, the amount deficient will be rated unpaid, with a fine of 10 cents in addition.

DELIVERY.

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